

agenda



**AGENDA
ENFIELD TOWN COUNCIL
SPECIAL MEETING
MONDAY, DECEMBER 3, 2007
6:00 P.M. – ENFIELD ROOM**

1. Roll Call
2. Executive Session
 - a. Personnel Matters
 - b. Pending Litigation
 - c. Real Estate Negotiations
3. Adjournment

Food will be provided at 5:15 in the Enfield Room.



AGENDA
ENFIELD TOWN COUNCIL
MONDAY, DECEMBER 3, 2007
7:30 P.M. – COUNCIL CHAMBERS

1. Prayer – Councilman - Patrick Crowley
2. Pledge of Allegiance
3. Roll Call
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
 - No minutes available at this time
6. Public Communications and Petitions
7. Councilmen Communications and Petitions
8. Town Manager Report and Communications
9. Town Attorney Report and Communications
10. Report of Special Committees of the Council
11. **OLD BUSINESS**
 - A. **Appointment(s) Town Council Appointed**
 1. **Area 25 Cable Television Advisory Committee** - The term of office of Mark David Smith (U) expired 06/30/04. Replacement term would be until 06/30/08. (Tabled 06/21/04)
 2. **Area 25 Cable Television Advisory Committee** - The term of office of Robert W. Tkacz (R) expired on 06/30/06. Reappointment or replacement would be until 06/30/08. (Tabled 06/05/06)
 3. **North Central Regional Mental Health Board** - A vacancy exists due to the resignation of Everett A. Gamble (D). Replacement term would be indefinite. (Tabled 01/05/04)

4. **Greater Hartford Transit District** - The term of office of Maryellen Bousquet (D) expired 06/30/06. Replacement term would be until 06/30/10. (Tabled 06/05/06)
5. **Zoning Board of Appeals** - A vacancy exists due to the resignation of David Alexander, Alternate (D). Replacement term would be until 12/31/07. (Tabled 02/05/07)
6. **Enfield Revitalization Strategy Committee** – A vacancy exists due to the resignation of Thomas R. Fournier (U). Replacement term would be until 04/30/08. (Tabled 06/18/07)
7. **Ethics Commission** – The term of office of Kenneth M. Varriale, Alternate, and (U) expires 10/31/07. Reappointment or replacement would be until 10/31/09. (Tabled 10/01/07)
8. **Ethics Commission** – The term of office of Mark T. Sargent, Alternate, (R) expires 10/31/07. Reappointment or replacement would be until 10/31/09. (Tabled 10/01/07)

B. Appointment(s) Town Manager Appointed/Council Approved:

1. **Housing Code Appeals Board** - The term of office of Constance P. Harmon, alternate (R) expired on 05/01/01. Replacement term would be until 05/01/11. (Tabled 05/07/01)
2. **Housing Code Appeals Board** - The term of office of Lawrence P. Tracey, Jr. (R), insurance, alternate, expired 05/01/06. Replacement would be until 05/01/11.
3. **Building Code Appeals Board** - The term of office of Joseph F. Petronella (D), contractor, expired 11/01/04. Replacement term would be until 11/01/09. (Tabled 11/25/04)
4. **Building Code Appeals Board** - A vacancy exists due to the resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement term would be until 11/01/11. (Tabled 10/16/06)
5. **Fair Rent Commission** - A vacancy exists due to the resignation of Tom Baziak, Tenant (D). Term of office would be until 06/30/09. (Tabled 11/20/06)
6. **Fair Rent Commission** - A vacancy exists due to the resignation of Pamela Hall, Tenant (D). Term of office would be until 06/30/09. (Tabled 11/20/06)

7. **Fair Rent Commission** – The term office of Arthur Graves, Homeowner (D) expired 06/30/07. Replacement term would be until 06/30/09. (Tabled 07/02/07)
 - 8.* **Inland Wetland & Watercourses Agency** - An alternate vacancy exists due to the appointment of Robert LeMay to a regular position. Term of office would expire 06/30/09. (Tabled 09/17/07)
- C. Discussion: Council/Board Initiatives. (Tabled 02/18/03) **(Remove from Agenda)**
- D. Discussion: Use of Facilities. (Tabled 11/13/06)
- E. Discussion: Solid Waste Advisory Committee Report. (Tabled 12/18/06)
- F. Discussion/Resolution: Drainage Easement from Fortune Building. (Tabled 07/02/07) **(Remove from Agenda)**
- G. Discussion/Resolution: 9 Gordon Lane. (Tabled 09/17/07)
1. Request for Transfer of Funds –CIP - \$40,000.
- H. Hiring/Job Descriptions: Two Youth Counselor I Positions/Replacements. (Tabled 10/01/07)
12. **NEW BUSINESS**
- A. **Consent Agenda - Action**
- NO ITEMS FOR ACTION
- B. **Appointment(s) – Town Council Appointed**
1. **Board of Assessment Appeals** – The term of office of Gregory T. Stokes, (R) Sr. expires 12/31/07. Reappointment or Replacement would be until 12/31/10.
 2. **Commission on Aging** – The term of office of Marguerite DuPrey (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/10.
 3. **Commission on Aging** – The term of office of Denise McGill (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/10.
 4. **Commission on Aging** – The term of office of Michael Mennella (U) expires 12/31/07. Reappointment or Replacement would be until 12/31/10.

5. **Enfield Beautification Committee** – The term of office of Alexandra Bozzuto (R) expires 12/01/07. Reappointment or Replacement would be until 12/01/10.
6. **Enfield Beautification Committee** – The term of office of Gertrude Dorous (D) expires 12/01/07. Reappointment or Replacement would be until 12/01/10.
7. **Enfield Beautification Committee** – The term of office of John Hartley (D) expires 12/01/07. Reappointment or Replacement would be until 12/01/10.
8. **Enfield Beautification Committee** – The term of office of Darren Ketchale (R) expires 12/01/07. Reappointment or Replacement would be until 12/01/10.
9. **Enfield Beautification Committee** – The term of office of Barbara W. Wielgos (U) expires 12/01/07. Reappointment or Replacement would be until 12/01/10.
10. **Enfield Revitalization Strategy Committee** – The term of office of Charles A. Duren (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/10.
11. **Housing Authority** – The term of office of William Ballard expired 11/30/07. Reappointment or Replacement would be until 11/30/12.
12. **Library Board of Appeals** – The term of office of Jeanne Smith (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/10.
- 13.*** **Loan Review Committee** – The term of office of Charles Duren (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/09.
14. **Loan Review Committee** – The term of office of Mary T. Lavorgna (U) expires 12/31/07. Reappointment or Replacement would be until 12/31/09.
15. **Loan Review Committee** – The term of office of Michael Olschafskie (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/09.
16. **Planning and Zoning Commission** – The term of office of Jeffrey Cooper (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.

- 17.*** **Planning and Zoning Commission** – The term of office of Anthony DiPace (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
 18. **Planning and Zoning Commission** – The term of office of Charles Duren (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
 - 19.*** **Planning and Zoning Commission** – The term of office of Nicles Lefakis, Alternate (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
 - 20.*** **Planning and Zoning Commission** – The term of office of Karen Weseliza (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
 21. **Planning and Zoning Commission** – A vacancy exists due to the resignation of Jason Jones (R). Term of office would be until 12/31/09.
 - 22.*** **Zoning Board of Appeals** – The term of office of Edward H. Furey (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
 23. **Zoning Board of Appeals** – The term of office of Richard Hozempa, Alternate (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
 24. **Zoning Board of Appeals** – The term of office of John Ledoux, Jr. (R) expires 12/31/07. **Replacement** would be until 12/31/11.
 - 25.*** **Zoning Board of Appeals** – The term of office of Peter Yarum (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/11.
- C. Discussion: OPM-Prevention/Rapid Rehousing Pilot Project Grant Application.
- D. Tax Delinquency List
- E. Town Owned Properties
- 13. ITEMS FOR DISCUSSION**
- A. Consent Agenda - Review
- NO ITEMS FOR REVIEW
- B. Discussion: DEP Briefing on 464 Hazard Avenue
- C. Discussion: CRCOG Shared Service

- D. Discussion/Resolution: Settlement of Tax Appeal Cases
- E. Discussion/Resolution: DUPC - Cox Communications - Intervener Status
- 14. MISCELLANEOUS
- 15. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 P.M.
- 16. COUNCIL COMMUNICATIONS
- 17. ADJOURNMENT
- * APPOINTMENT(S)
- ** MOVE TO MISCELLANEOUS
- *** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

old business



TOWN OF ENFIELD

October 1, 2007

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: 9 Gordon Lane

Councilors:

Background:

The Town has been working with the resident at 9 Gordon Lane regarding a deteriorating slope associated with a brook that feeds into the Scantic River. Over time, this slope has been sliding due to the undercutting by the brook as well as the weight of the trees on the slope. During the floods of October 2005 this area became further unstable, resulting in a loss of some of the slope.

Earlier this year, the site was visited by a consulting engineering firm as well as Town Staff. At that time an interim step to help stabilize the slope was offered by the consultant. The consultant suggested that trees in this area be cut down with the root ball to remain. This would reduce the weight but leave the roots to act as a fabric to hold the slope in place.

Staff working sought estimates from tree trimming firms to cut down approximately 39 trees, ranging from large to small. It has been estimated that the cost to complete this tree cutting will be in range of \$25,000 to \$39,000 due to the difficult terrain and the size of some of the trees. Currently, there is no funding for this project. [Since this was written, the Inland Wetlands Agent and the Director of Public Works have been looking at this immediate stabilization work. They have decided that a better course of action would be to reduce the number of trees to be cut down to only those over a certain size and that are in the later stages of death. This would reduce the number down to 4 to 5 needing to come down. Additionally, some slope stabilization, like use of matting to protect the slope from erosion over the winter, would be necessary. In limiting this work to the aforementioned, permitting through IWC will not be necessary and work can begin in the near future.]

If Council wished to move on this request, money would have to be moved into a drainage CIP, appropriate work easements would have to be obtained from the home owners, and a tree trimming firm capable of undertaking this project would have to be engaged.

The bigger issue, what to do with the entire slope, would need to be looked at in a comprehensive manner. In the past money was appropriated for this project but the funding was re-utilized for other work. At the time it was estimated that slope stabilization could run in excess of \$600,000.

Budget Impact:

Since no money is appropriated for this project, I would recommend that money be transferred from the Sun Street Drainage CIP which currently has a balance of \$125,000 for a project that is estimated to be in the millions.

Respectfully Submitted,

Matthew W. Coppler
Town Manager



Enfield CT GIS 2007



Enfield CT GIS 2007

PHOTO #1 - DRAINAGE OUTLET ON #3 GORDON LANE (DUMPING OF LEAVES + GRASS)



Photo #2 - Rear of 3 and 5 Gordon Lane - Slope undermining

11/21/03



Photo #3 - Behind 5 Gordon Lane - Slope undermining - typical stream meander

11/21/03



Photo #4 - Rear of 7 Gordon Lane - Major slope erosion (seepage of groundwater visible) 11/21/03



Photo #5 - Rear of 7 Gordon Lane - Sliding and sluffing of slope

11/21/03



Photo #6 - Rear of 9 Gordon Lane - Eroded Channel and drainage
pipes coming out of retaining wall

11/21/03



Photo #7 - Rear of 9 Gordon Lane - some drainage pipes
extending to bottom of slope (also note seepage)

11/21/03



Photo #8 - Looking south through the rear yards of 5 and 7 Gordon Lane

11/21/03



Photo #9 - Looking south through the rear yards of 5 and 7 Gordon Lane

11/21/03



new business



11-26-07

TOWN OF ENFIELD

November 13, 2007

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: OPM-Prevention/Rapid Re-housing Pilot Project Grant Application

Background

The Town of Enfield has been asked to join the City of Hartford in submitting a proposal to the State's Office of Policy and Management for a grant for up to \$150,000 from its new Regional Performance Incentive Program. The purpose of the grant would be to fund a Prevention/Rapid Re-Housing Pilot Project in Enfield, so that Enfield could better assist families who are at risk of becoming homeless. The Connecticut Office of Policy and Management (OPM) created the Regional Performance Incentive Program to fund regional solutions that lead to reduced costs and enhanced services. The Capitol Region Council of Government is coordinating the submission of proposals to OPM.

The Prevention/Rapid Re-Housing Pilot Project modeled on best practices, in particular, Hennepin County's (Minneapolis, Minnesota) Family Homeless Prevention and Assistance Program (FHPAP) and rapid exit system.

Prevention strategies are designed to prevent the loss of housing through the provision of emergency and crisis services. These services usually include counseling and advocacy to help households connect to resources and housing, as well as budget and credit counseling. It could also include in-kind emergency assistance (food, clothing, transportation vouchers and occasionally furniture and medical care); and cash assistance with rent, mortgage, or utility payments to prevent eviction. There would also be long term follow-up, case management over a six to twelve month period, to ensure the family receives the resources and training they need.

This pilot project creates a unique opportunity to serve Enfield residents who are at-risk of homelessness. The Enfield Homelessness Prevention Task Force has identified the need for better coordination of services and additional emergency resources to assist these individuals. If funded, Neighborhood Services would be able to better serve individuals at risk of homelessness in a cost effective and efficient manner using

Budget Impact:

There would be no additional costs for the Town of Enfield. If funded, all additional costs would be paid for through the grant including a part-time staff position which would cover implementation costs.

Recommendation:

That the Town of Enfield apply for funding through the Office of Policy and Management to participate in the Prevention/Rapid-Rehousing Pilot Project.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Pamela Brown", with a stylized, flowing script.

Pamela Brown
Director of Social Services

Attachments:

1. Flow Chart
2. Prevention/ Rapid Re-housing Pilot Project Summary



TOWN OF ENFIELD

OFFICE OF THE DIRECTOR OF SOCIAL SERVICES

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The Connecticut Office of Policy and Management (OPM) created the Regional Performance Incentive Program to fund regional solutions that lead to reduced costs and enhanced services. The Capitol Region Council of Government is coordinating the submission of proposals to OPM.

There are strong financial commitments in place from the Hartford Foundation for Public Giving and from Hartford through their CDBG/ UDAG funds to fund the pilot project for two sites in Hartford for two to three years. The grant funds from OPM through their Regional Performance Incentive Program would extend the pilot to Enfield.

From August 2006 through April 2007, the Hartford Commission to End Homelessness held meetings in which nearly 150 people participated, representing the homeless, state and local government, agencies, nonprofits, provider agencies, funding agencies and businesses to develop an implementation plan to end homelessness in the Capitol Region in ten years. This is part of a national effort to end homelessness that has resulted in over 300 communities implementing or developing their own plans to end homelessness, including 11 in Connecticut.

The Hartford Commission to End Homelessness announced their implementation plan on October 11 2007, which is now called "Journey Home". The Commission is now in discussions with the Capitol Region Council of Governments to house Journey Home.

Prevention/Rapid Re-Housing Pilot Project

One of Journey Home's key initiatives is the Prevention/Rapid Re-Housing Pilot Project modeled on best practices, in particular, Hennepin County's (Minneapolis, Minnesota) Family Homeless Prevention and Assistance Program (FHPAP) and rapid exit system.

Under these programs in Hennepin County - From 2000 to 2004, homelessness among families declined from 1,819 parent and children sheltered in 2000 to 1,046 in 2004, a decline of 43 percent; and the average length of stay declined from 51.2 days to 26.9 days over the same period. From 1993 to 2003, the families with "few or no housing barriers" who ended up in shelters declined from 40% of all sheltered families to 0% of all sheltered families.

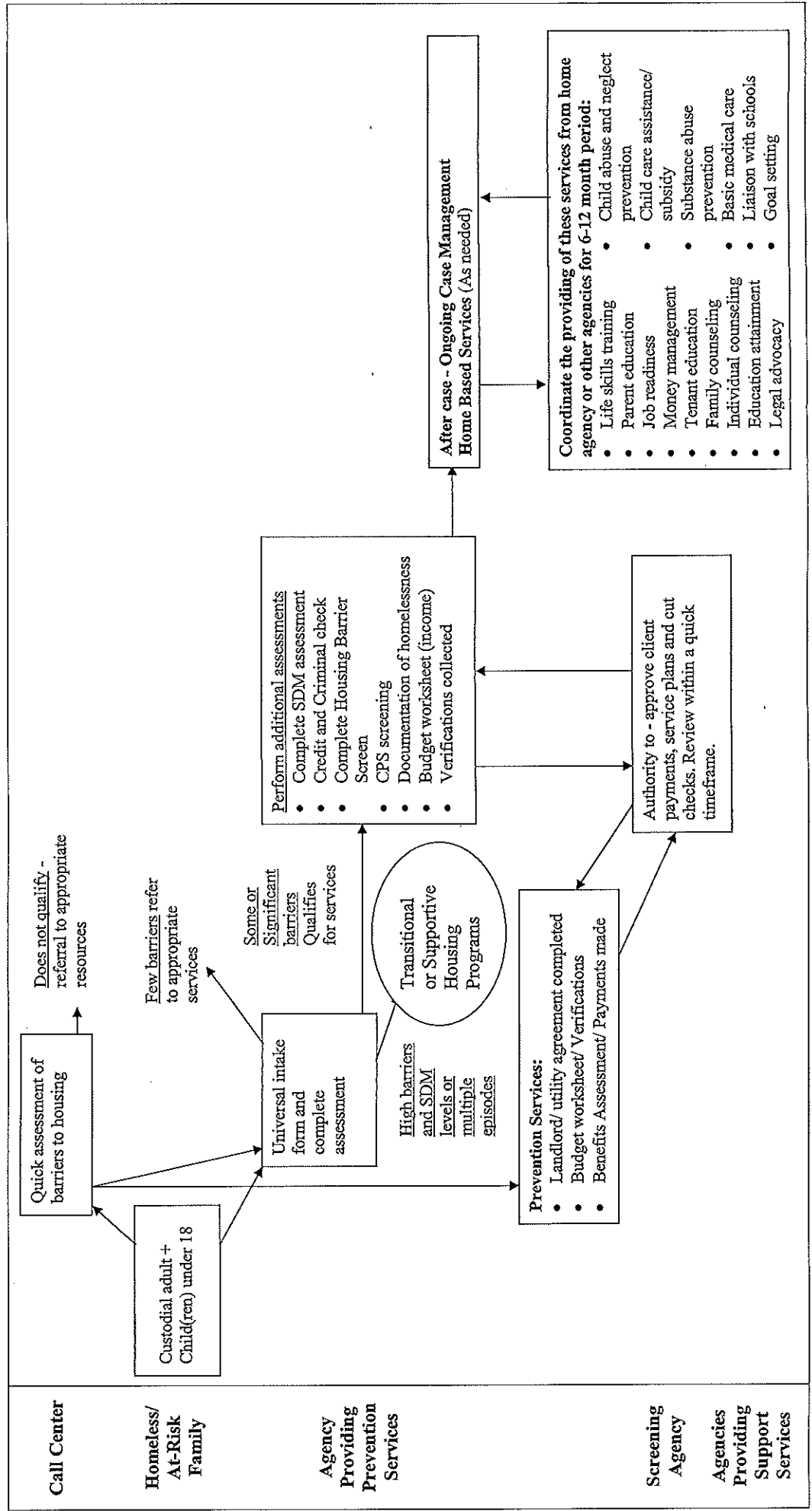
This pilot would create a community-wide approach to preventing homelessness and assisting those already homeless to quickly return to housing.

Prevention strategies are designed to prevent the loss of housing through the provision of emergency and crisis services. These services usually include counseling and advocacy to help households connect to resources and housing, as well as budget and credit counseling. It could also include in-kind emergency assistance (food, clothing, transportation vouchers and occasionally furniture and medical care); and cash assistance with rent, mortgage, or utility payments to prevent eviction. There would also be long term follow-up, case management over a six to twelve month period, to ensure the family receives the resources and training they need.

This pilot project creates a unique opportunity to serve Enfield residents who are at-risk of homelessness. The Homelessness Prevention Task Force has identified the need for better coordination of services and additional emergency resources to assist these individuals. If funded, Neighborhood Services would be able to better serve individuals in a cost effective and efficient manner.

PJB 11-13-07

Prevention/ Rapid Rehousing – Proposed Work Flow – Draft November 5, 2007



items for discussion



TOWN OF ENFIELD

Date: November 30, 2007
To: Matthew W. Coppler, Town Manager
From: Daniel T. Vindigni, Assistant Town Manager
Subject: **464 HAZARD AVENUE – DEP BRIEFING**

The State Department of Environmental Protection (DEP) has owned 464 Hazard Avenue for a number of years. This parcel was obtained to serve as an entranceway to the DEP's Scantic River Park.

In recent years neighbors have frequently expressed concern regarding the very poor condition of the house and lack of regular maintenance to the lawn. Based on these concerns, a site meeting was held on June 21st with residents, DEP officials, and both State and Town Council representatives.

During this meeting DEP indicated their plans to demolish the house and create an entranceway to the park. This was initially to

consist of a temporary gravel lot where the house was located, and walkways down to the Scantic River.

Based on concerns experienced with the State Park at Powder Hollow when it was installed without any advanced notification to the Town, DEP was requested to prepare a briefing for the Enfield Town Council.

Representatives for the DEP will be attending Council's December 3rd meeting to provide an outline of their plans for the Scantic River Park.

Additionally, State Representative Karen Jarmoc has sent a letter to the neighbors regarding this briefing.

Sincerely,

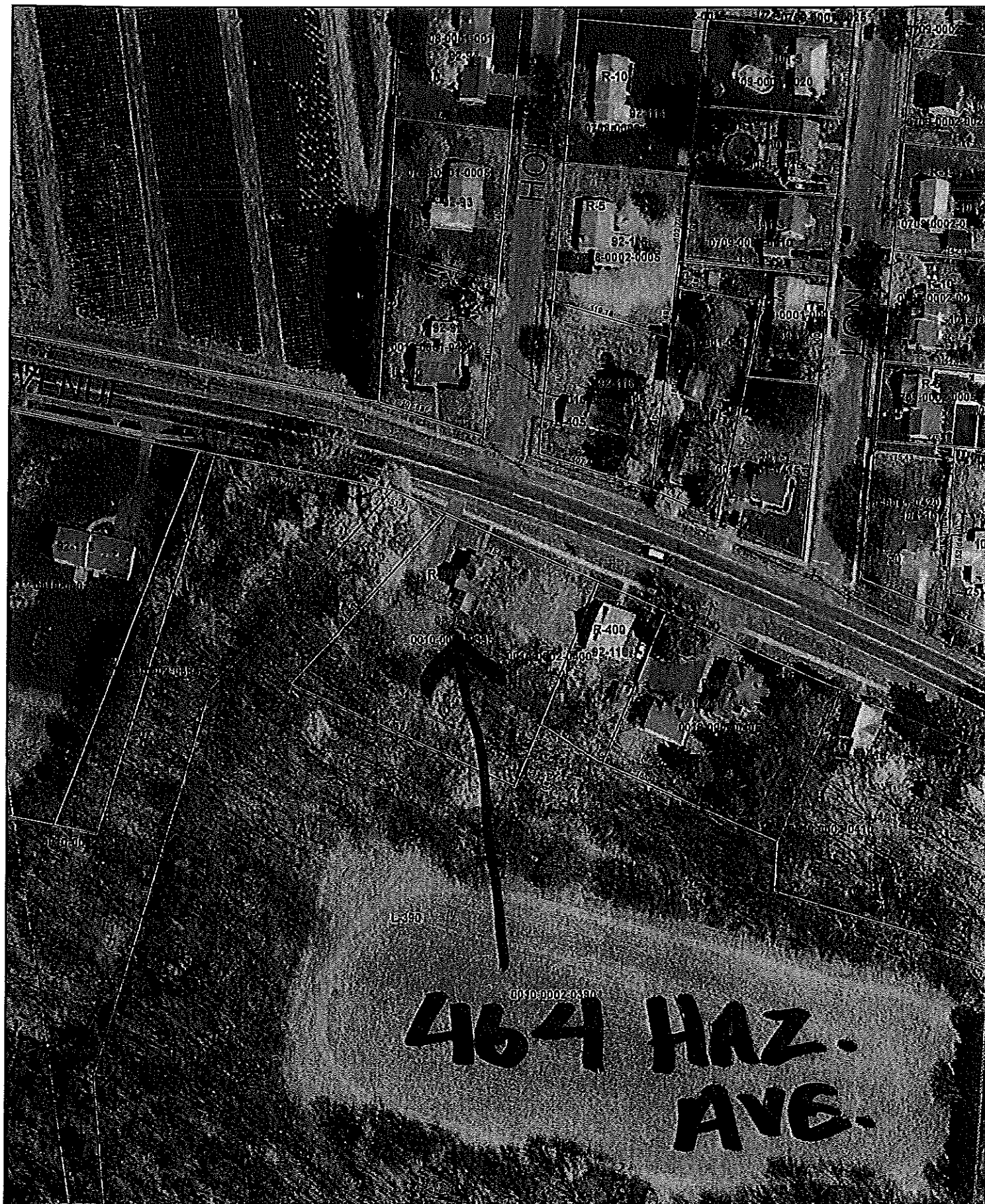
Daniel T. Vindigni
Assistant Town Manager

DTV

Attachments:

1. Aerial Photographs of property (2)
2. Letter to Residents from State Representative Jarmoc
3. Printout of DEP Power-Point Briefing for Town Council Meeting

Cc: State Representative Karen Jarmoc
State Senator John Kissel



Town of Enfield, Connecticut
Geographic Information System

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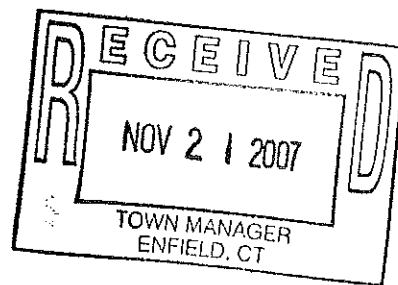
Town of Enfield, Connecticut

Geographic Information System

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State of Connecticut
HOUSE OF REPRESENTATIVES
STATE CAPITOL
HARTFORD, CONNECTICUT 06106-1591



REPRESENTATIVE KAREN JARMOC
FIFTY NINTH ASSEMBLY DISTRICT

33 SCHOOL STREET
ENFIELD, CT 06082
HARTFORD, CT 06106-1591
HOME: (860) 749-0431
CAPITOL: (860) 240-8585
TOLL FREE: (860) 842-8267
E-MAIL: Karen.Jarmoc@cga.ct.gov

MEMBER
EDUCATION COMMITTEE
HUMAN SERVICES COMMITTEE
PUBLIC SAFETY AND SECURITY COMMITTEE

November 19, 2007

Dear Neighbor,

I am writing to inform you that on Monday, December 3, 2007 officials from Connecticut's Department of Environment Protection will be attending a meeting of the Enfield Town Council to provide information in regard to property located at 424 Hazard Avenue, which is owned by the state. DEP's presentation will be a part of the town council's regular meeting which begins at 7 p.m. in council chambers at the Enfield Town Hall.

At the meeting, DEP officials are expected to provide the town council with material which will outline their department's plan for this property. At this time, DEP has informed us that the house located on this property will be torn down, likely by year's end.

Additionally, we have asked DEP to speak about their intentions for the project, moving forward. We have requested that such information include an update about how the project will interact with plans for the Scantic River Park, which abuts the property in the back. We are hopeful that we will receive a conceptual site plan at the meeting.

This is a public meeting, and I therefore felt that it would be important to inform you about it. The town does intend to put whatever material that is reported on its town website which is enfield.org. If you have any questions, or would like me to follow-up with you after the meeting, please feel free to call my office at, 240-0089 or email me at, Karen.Jarmoc@cga.ct.gov.

Sincerely,

Karen Jarmoc
State Representative, 59th House District

Cc: Thomas Morrissey, Department of Environmental Protection
Thomas Tyler, Department of Environmental Protection
Daniel Vindigni, Assistant Town Manager, Town of Enfield

Scantic River State Park Powder Hollow



CT Department of Environmental
Protection
State Parks Division

December 2007

Original 1968 Master Plan

- Done without local input
- Based upon recreation needs of the capital region
- Featured outdoor swimming pool complex
- Met with local opposition

the SCANTIC VALLEY

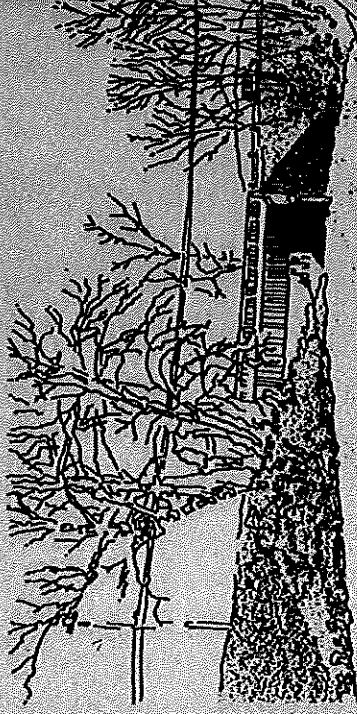


A recreation study for the
Connecticut state park & forest commission
November 1968

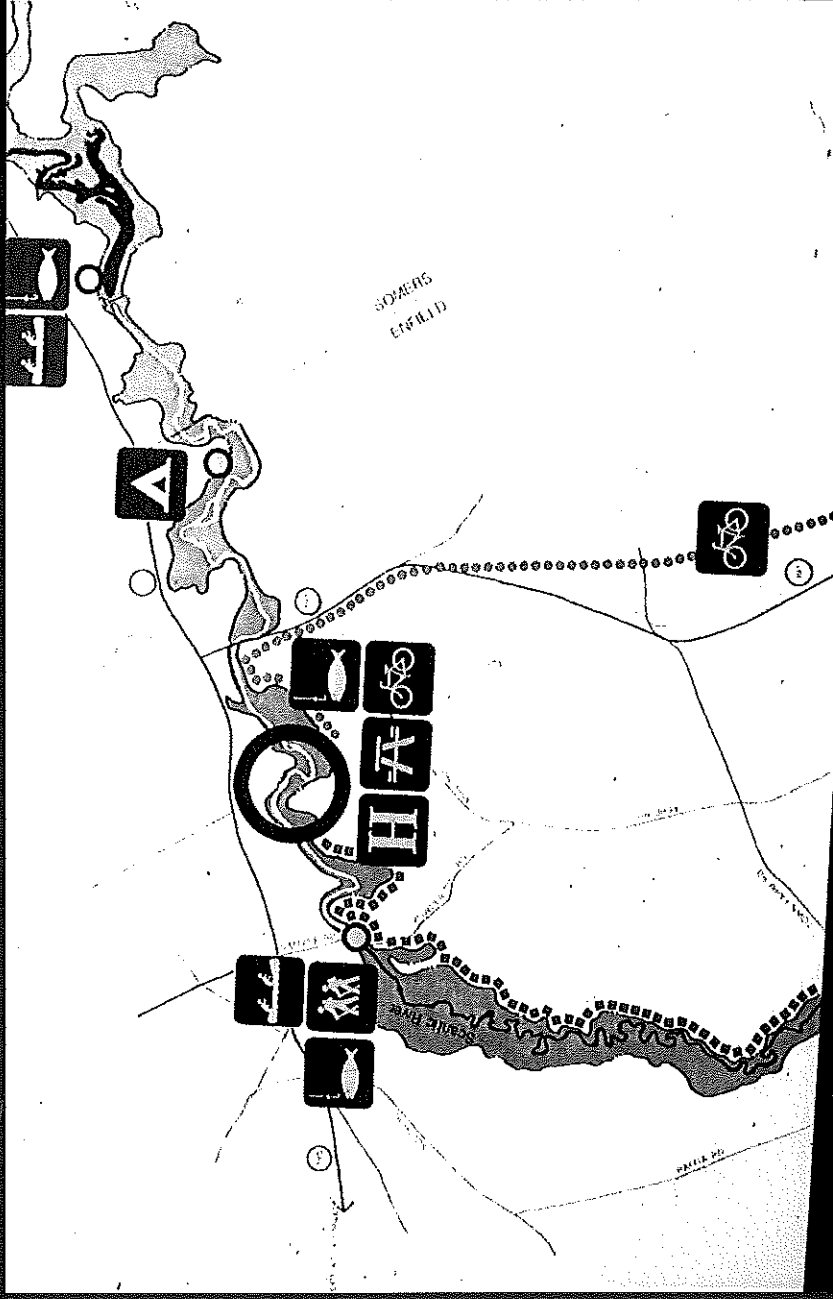
1989 Master Plan

- Done with local input
- Based upon recreation needs of the four towns
- Only 2 areas are proposed for major development, Powder Hollow in Enfield and Trolley Crossing in East Windsor
- Public presentations were given in all 4 towns (Public Hearing #1647 in Enfield)

State of Connecticut
Department of Environmental Protection
Bureau of Parks & Forests



SCANTIC RIVER STATE PARK MASTER PLAN



Goals

- Preserve the flood plain open space of the Scantic River
- Develop recreation complimentary to the existing natural and historic man-made features
- Co-ordinate with towns on planning, acquisition, development & operation



Development at Powder Hollow features hiking trails, fishing access, historical interpretation, picnic facilities and a bike trail connection.

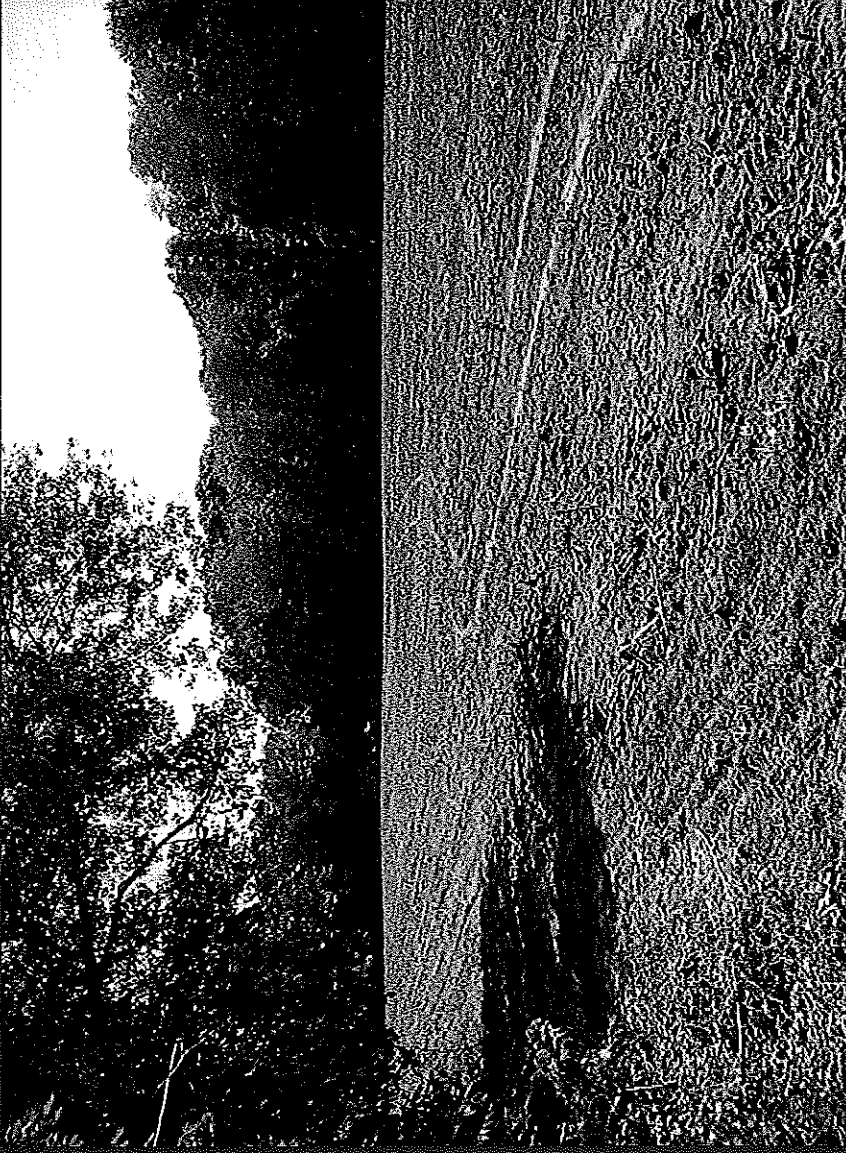


Since 1989 master plan, the State has acquired 784 acres and the town of Enfield has acquired

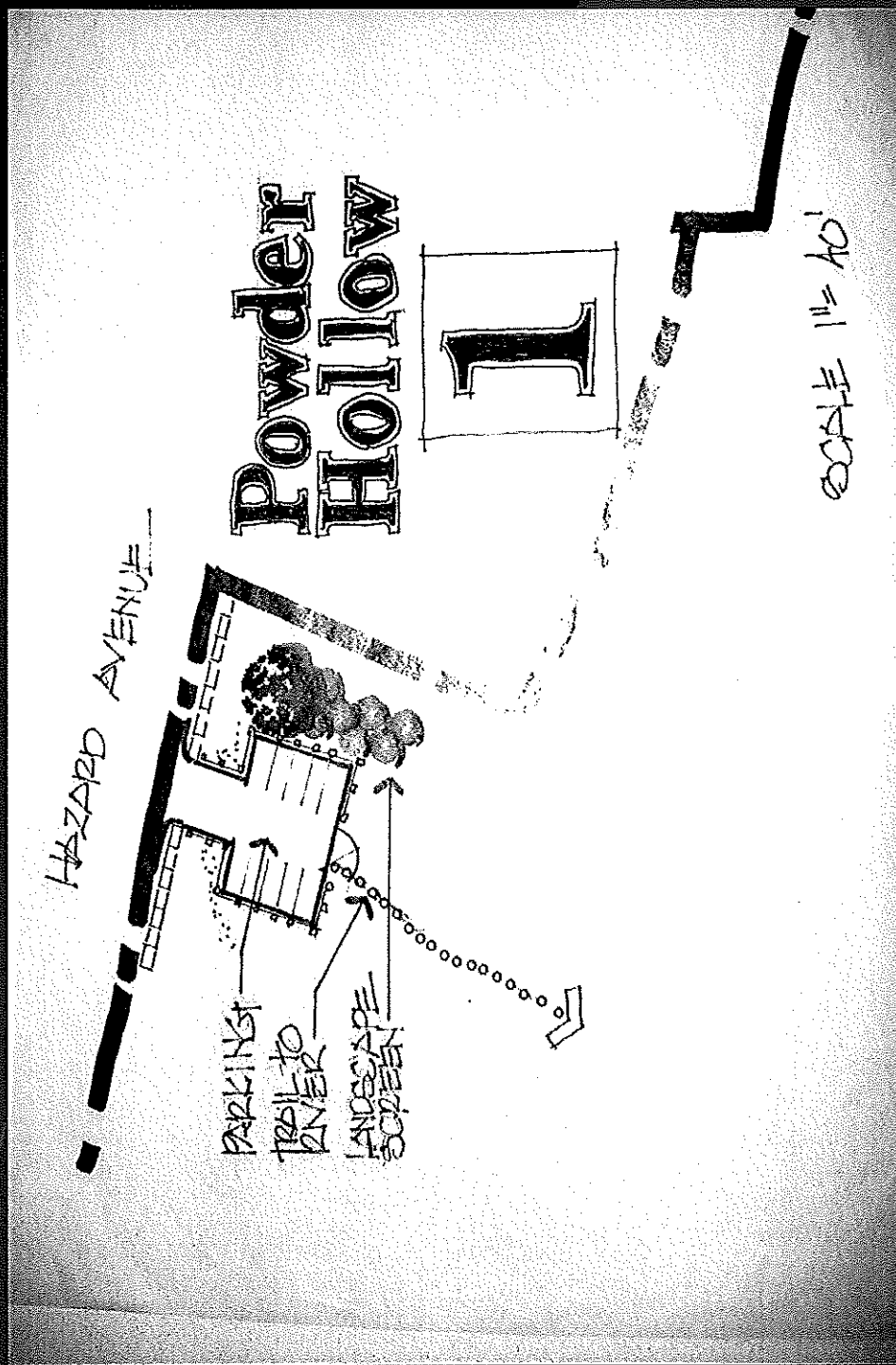
65 acres via State grants.

Steep slope behind
Hazard Avenue
house.

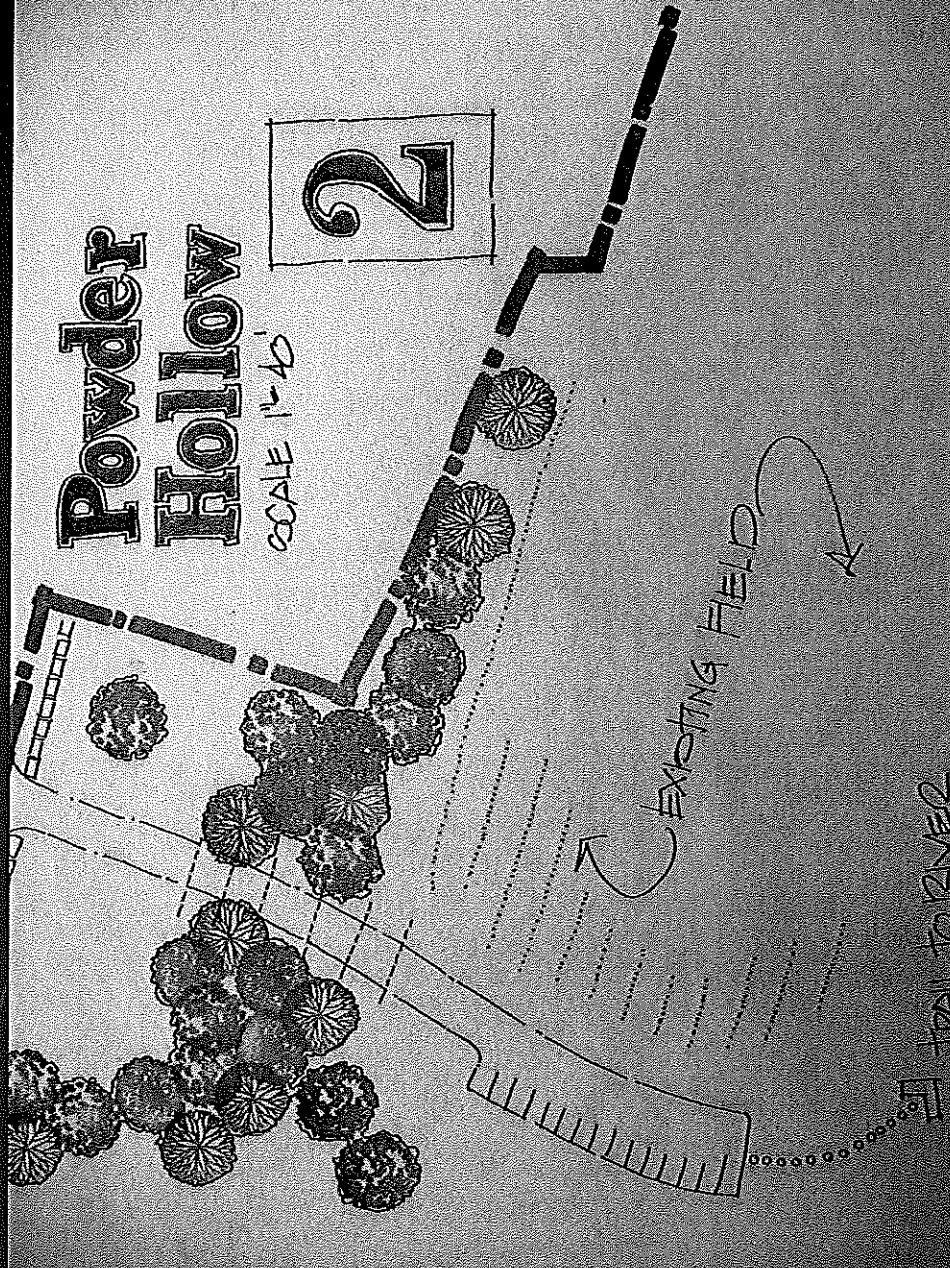




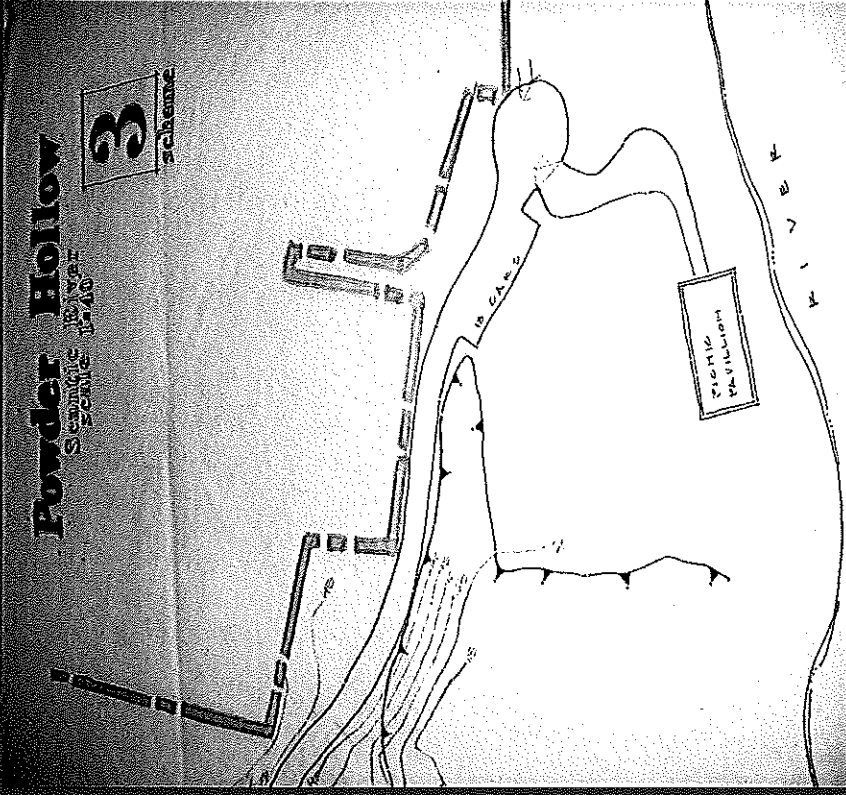
Lower field



Alternate #1, development of parking lot
adjacent to Hazard Avenue.



Alternate #2, parking lot is located in the lower field.



Alternate #3, parking lot is along the lower slope near the river.



TOWN OF ENFIELD
OFFICE OF THE TOWN MANAGER

MEMORANDUM

Date: November 30, 2007
To: Matthew W. Coppler, Town Manager
From: Geoffrey McAlmond, Deputy Director
Subject: Regional Performance Incentive Program

During early September the State Office of Policy & Management announced the guidelines for the fifteen Regional Planning Organizations (RPO's) in Connecticut to submit proposals under Public Act 07-239, An Act Concerning Responsible Growth Regional Performance Incentive (RPI) Program, enacted by the legislature late in this year's session. The proposals are to be for a service or services not currently available on a regional basis. The goal being to encourage municipalities to participate in projects that will produce measurable "economies of scale" that will benefit the municipalities providing desired or required services while lowering the costs and tax burden related to providing those services. A copy of the guidelines issued by OPM is attached.

RPI grant proposals are required to be submitted to OPM no later than December 3, 2007 and CRCOG through it's Municipal Services Committee immediately held meetings to develop proposals to submit on behalf of groups of member towns. Town staff members have attended the meetings and have participated in the development of proposals for submission. Ultimately, indicating interest in participating in approximately a dozen proposals involving Information Technology, Public Works and Public Safety.

Prior to a Town being committed to RPI project a resolution of commitment must be adopted and submitted along with a legal certification project participation will not violate any local collective bargaining agreements.

Once, CRCOG provides us with a listing of the RPI project proposal submitted to OPM, a determination can be made which if any Enfield should proceed to participate in and the required resolutions submitted to the Town Council at their December 17, 2007 meeting for consideration.

ENC: RPI Proposal Guidelines

INTRODUCTION

Connecticut's Regional Performance Incentive (RPI) program, provides financial assistance to Regional Planning Organizations or combinations thereof for projects designed to provide cost saving service(s) to municipalities on a regional basis. Regional Planning Organizations (RPO's) may submit a proposal to the Office of Policy and Management for funding of projects.

This manual has been prepared to assist RPO's in submitting proposals for regionalized service(s) utilizing grants from the Regional Performance Incentive (RPI) Program.

If you have questions on the RPI program or procedures, please do not hesitate to call Richard Van Ausdall, RPI Program Coordinator, at (860) 418-6432 or e-mail at: richard.van_ausdall@ct.gov

QUESTIONS AND ANSWERS RELATED TO THE REGIONAL PERFORMANCE INCENTIVE PROGRAM

1. What public act establishes the Regional Performance Incentive Program? Section 8 of Public Act 07-239 establishes the Regional Performance Incentive (RPI) Program.
2. What entities may apply for RPI Grant funding? Any one of the fifteen (15) Regional Planning Organizations including Regional Councils of Governments, Regional Councils of Elected Officials and Regional Planning Agencies, or any combination thereof, may submit proposals for RPI funding.
3. If an RPO submits a proposal, are all member towns required to participate? No, the towns have the option of whether to participate or not.
4. What do towns that elect to participate in the proposed regional service have to do to be included in the proposal? Each town must: (1) obtain a resolution from their legislative body endorsing the proposal, and (2) provide a certification that there are no legal obstacles to provision of services in the manner specified in the proposal, including, but not limited to, binding arbitration.
5. Is an affirmative vote by the Board of Selectman sufficient to qualify as "a resolution by the legislative body" when a town wishes to participate in the regionalized service? No. The legislative body of a municipality with a Town Meeting form of government is the Town Meeting and an affirmative vote of the Town Meeting is required for endorsement of the regionalized service. A copy of the Town Meeting Minutes, certified by the City or Town Clerk, must be submitted as documentation of the Town's resolution to participate.
6. Is there a limit to the amount of funding that an RPO can apply for? No, but each proposal must be submitted on a separate proposal form and the total amount of funding available for this program is \$8,600,000.
7. What is meant by "economies of scale"? "Economies of scale" is the economic theory that the larger the enterprise, the more profitable will be its operations because there will be lower unit cost, higher productivity, stronger buying power (materials can be purchased at a lower cost), and better facilities utilization.

GUIDELINES

2007 Regional Performance Incentive Program

8. What is meant by "cost benefit analysis"? Cost benefit analysis is a discipline used to assess the case for a project or proposal. Such assessments should include costs and benefits that are less easily expressed in monetary terms, (for example, environmental damage), as well as those that can be expressed in monetary terms. The analysis consists of weighing the total expected costs with the total expected benefits in order to choose the best option.
9. How does a proposal qualify for funding? The proposed project must:
- o Be new (on a regional basis);
 - o Demonstrate cost savings;
 - o Not result in loss of any services; and
 - o Be sustainable on a regional basis, once established.
10. Can an RPO submit more than one (1) proposal? Yes. Each proposal should be submitted separately and each will be judged on its merits by OPM.
11. When should proposals be submitted? The Office of Policy and Management (OPM) will accept proposals from now through December 1, 2007.
12. Where proposals should be submitted? Project proposals should be addressed to:
- State of Connecticut
Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Ave., MS#54SLP
Hartford, Ct 06106-1379
Attention: W. David LeVasseur
13. How are grant awards to be determined? Grant awards will be based upon the merits of the proposal and availability of funding. *OPM must give weighted priority to proposals by regional councils of governments which include participation of at least fifty per cent of the member municipalities.*
14. When will grant awards be announced? Grant awards will be announced in January 2008.
15. How does the applicant RPO receive funding? Grant funding will be made available after the execution of the Notice of Grant Award form by all parties.
16. When does a project begin? A project begins the day that the Notice of Grant Award is fully executed by all parties.
17. When does a project end? A project ends one year from the date that the Grant Award was announced or one year from the date of commencement of the proposed service, whichever is later.
18. What costs are eligible?
- Consulting Fees
 - Design Fees
 - Engineering Fees
 - Construction Costs
 - Equipment Lease/Purchase
 - Equipment Rental
 - Legal Expenses
 - Operating Expenses
 - Salaries & Benefits
 - Supplies
 - Utilities
19. What is an RPO required to do with unexpended funding? A financial audit of all expenditures is required after the close of each fiscal year in which the grant funds are received

GUIDELINES

2007 Regional Performance Incentive Program

Legislation providing for the Regional Performance Incentive Program

Excerpted from Public Act 07-239

Sec. 8. (NEW) (*Effective July 1, 2007*) (a) For purposes of this section, (1) "regional council of governments" means any such council organized under the provisions of sections 4-124i to 4-124p, inclusive, of the general statutes, (2) "regional council of elected officials" means any such council organized under the provisions of sections 4-124c to 4-124h, inclusive, of the general statutes, and (3) "regional planning agency" means an agency defined in chapter 127 of the general statutes.

(b) There is established a regional performance incentive program that shall be administered by the Secretary of the Office of Policy and Management. On or before December 1, 2007, and annually thereafter, any regional planning agency, any regional council of elected officials, any regional council of governments, or any combination thereof, may submit to said secretary a proposal for joint provision of a service or services that are currently provided by municipalities within the region of such agency or council or contiguous thereto, but not currently provided on a regional basis. The proposal shall include such service or services which may increase the participating municipalities' purchasing power or provide a cost savings initiative resulting in a decrease in participating municipalities' expenses and lower property taxes. A copy of said proposal shall be sent to the legislators representing said participating municipalities.

(c) The proposal shall (1) describe at least one service currently provided by a municipality or municipalities within the region of the agency or council or contiguous thereto, but not currently provided on a regional basis, (2) provide a description of how such service would be delivered on a regional basis, including consideration of what entity would be responsible for such service, and how the population would continue to be served, (3) describe the amount and the manner in which the service will achieve economies of scale and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by changing the municipal service to a regional service, (4) include a cost benefit analysis for the provision of such service by the municipality and by the council or agency, (5) set out a plan of implementation for such regional service, (6) estimate the savings that will be realized by each municipality, and (7) any other items requested by said secretary. Each proposal shall have attached to it (A) a resolution by the legislative body of each municipality affected by the proposal endorsing such proposal; and (B)



agenda 11/30/07

TOWN OF ENFIELD

November 30, 2007

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Settle Pending Property Tax Appeals

Councilors:

Background:

Twenty property tax appeals contesting the property values of twenty-five properties (one appeal pertained to three multi-family properties and one appeal pertained to four industrial/commercial properties). Several of the appeals have been pre-tried per the standard order of the Tax and Administrative Appeals Court in New Britain. As a result of these pre-trial meetings, settlements have been proposed for eleven of the pending appeals pertaining to sixteen properties (including the above-mentioned appeals for the three multi-family properties and the four industrial/commercial properties).

Budget Impact:

The combined credits and/or refunds resulting from these settlements will be \$50,553.

Recommendation:

It is recommended that the Town Council approve the attached resolution to accept the proposed settlements.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Christopher W. Bromson", is written over a horizontal line.

Christopher W. Bromson
Town Attorney

Attachments:

1. Resolution.
2. List of Cases

LIST OF CASES

Case Name	Revaluation FMV	Proposed Settlement	Difference	Tax Reduction FY 07-08	Per Cent Reduction
Jeffrey & Angela Foss (132 Pearl St.)	\$256,300	\$256,300	\$0.00	\$0.00	0%
Jeffrey & Angela Foss (27 Asnuntuck St.)	\$242,600	\$235,000	\$7,600	\$127	3.13%
Jeffrey & Angela Foss (15 Cottage Green)	\$296,900	\$240,000	\$56,900	\$951	19.16%
Specialized Technology Resources (Springborn)	\$1,560,000	\$1,440,000	\$120,000	\$2,006	7.69%
Carris Reels/William Carris (8 properties)	\$2,566,800	\$2,390,000	\$176,800	\$2,955	6.88%
Ano-Coil	\$3,366,000	\$3,100,000	\$266,000	\$4,446	7.9%
Mukral, Inc. (1543 King Street)	\$2,342,000	\$2,000,000	\$342,000	\$5,717	14.6%
Stop & Shop	\$18,568,000	\$18,200,000	\$368,000	\$6,151	1.98%
Olympia Sales (215 Moody Road)	\$5,787,000	\$4,100,000	\$1,687,000	\$28,200	29.15%
Totals	\$34,985,600	\$31,961,300	\$3,024,300	\$50,553	8.64%

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLUTION TO SETTLE PENDING PROPERTY TAX APPEALS

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, Christopher W. Bromson, to settle the outstanding tax assessment appeals in the following actions:

1. ANO-COIL, INC. v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014537 S, the fair market value of the property to be \$3,100,000 and assessed value to be \$2,170,000.
2. SPECIALIZED TECHNOLOGY RESOURCES, INC.. v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014536 S, the fair market value of the property to be \$1,440,000 and assessed value to be \$1,008,000.
3. MUKRAL, INC. v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014472 S, the fair market value of the property to be \$2,000,000 and assessed value to be \$1,400,000.
4. OLYMPIA SALES CLUB, INC. v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014831 S, the fair market value of the property to be \$4,100,000 and assessed value to be \$2,870,000.
5. STOP & SHOP SUPERMARKET CO. v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014659 S, the fair market value of the property to be \$18,200,000 and assessed value to be \$12,740,000; with no additional increases attributable to the renovations made between October 1, 2006 and September 30, 2007.
6. JEFFREY R. & ANGELA M. FOSS. v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014711 S, the fair market value of the property at 132 Pearl Street to remain unchanged; the fair market value of the property at 27 Asnuntuck Street to be \$235,000 and assessed value to be \$164,500; and the fair market value of the property at 15 Cottage Green to be \$240,000 and assessed value to be \$168,000.
7. WILLIAM H. CARRIS. v. TOWN OF ENFIELD, (Lot 265 Park Street) Docket Number HHB-CV-07-4014382 S; WILLIAM H. CARRIS. v. TOWN OF ENFIELD, (Lot 82 Park

Street) Docket Number HHB-CV-07-4014387 S; CARRIS REELS OF CONNECTICUT, INC. v. TOWN OF ENFIELD (10 Randolph Street) Docket Number HHB-CV-07-4014383S; CARRIS REELS OF CONNECTICUT, INC. v. TOWN OF ENFIELD (20 Oak Street) Docket Number HHB-CV-07-4014384S; CARRIS REELS OF CONNECTICUT, INC. v. TOWN OF ENFIELD (8 Randolph Street, 11 Randolph Street, 47 Oak Street and Lot 71 Oak Street) Docket Number HHB-CV-07-4014478S; the combined fair market value of the above-referenced properties to be \$2,390,000 and combined assessed value of the above-referenced properties to be \$1,673,000; the allocation of these values to be determined by the Town Assessor.

Prepared by: Office to the Town Attorney

Date Prepared: November 30, 2007



TOWN OF ENFIELD

Date: November 29, 2007
To: Matthew W. Coppler, Town Manager
From: Daniel T. Vindigni, Assistant Town Manager
Subject: **COX COMMUNICATIONS – DPUC FILING**

On November 28th our office received an e-mail from the Cable Advisory Commission that Cox Communications ("CoxCom") had submitted an application for a Certificate of Cable Franchise Authority for the Enfield Franchise Area. A copy of the letter from CoxCom to the State Department of Public Utility Control (DPUC) is attached.

It is unsure at this time what direct impact this filing may have on the community, Public Access Channel 15 and Enfield Television

Channel 16's live feed. However, in order to preserve the best interests of the Town of Enfield, and to receive correspondence in a timely manner, it is recommended that the Enfield Town Council authorize the filing of the Town as an Intervener. A resolution is attached which authorizes the Town Manager to undertake such action.

Representatives from the Cable Advisory Commission will attend the December 3rd Town Council meeting to discuss this matter.

Sincerely,

Daniel T. Vindigni
Assistant Town Manager

DTV

Attachments:

1. Resolution
2. E-Mail from Cable Advisory Council Chairperson Alex Fraser
3. Letter to DPUC from Murtha Lullina, LLP, dated November 15, 2007

Cc: Cable Advisory Council
Christopher W. Bromson, Town Attorney
Henry Dutcher, Director of Libraries
Geoffrey McAlmond, Deputy Director of Public Works

Vindigni, Dan

Subject: FW: Cox filing for certificate of cable franchise authority

Attachments: cox-11-15-07.pdf



cox-11-15-07.pdf
(157 KB)

-----Original Message-----

From: Cable Advisory Council [mailto:cable.advisory@cox.net]

Sent: Tuesday, November 27, 2007 11:19 PM

To: Cable Advisory

Cc: Franchise Towns; Wright, John S.; OCC Efiling

Subject: Cox filing for certificate of cable franchise authority

Despite point blank questioning on the AT&T issue to Cox's representative to the Advisory Council during the regularly scheduled meeting on Nov 14th, Cox, the very next day, filed for a certificate of cable franchise authority with the DPUC and asks this to be made in lieu of their existing Franchise Renewal Agreement. See attached.

During the renewal process, Cox attempted to have the FRA contain a clause that would allow them to back out of public access funding commitments should AT&T be granted a license. DPUC rejected that clause.

This filing which is being made under the Oct 1st law, is now a way that Cox can achieve this status -- the ability to offer cable services void of a requirement for public access support and funding. The arguments made previously was that to be competitive all providers within a franchise needed to be on the same level playing field -- AT&T does not have to fund public access.

DPUC has not taken any action on this request that I am aware of.

AT&T currently is only offering service in a small section of one town (Windsor Locks) in this franchise.

Alex Fraser
Chairman - Cable Advisory Council

MURTHA CULLINA LLP

A T T O R N E Y S · A T · L A W

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FACSIMILE (860) 240-6150
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November 15, 2007

VIA HAND DELIVERY

Ms. Louise E. Rickard
Acting Executive Secretary
Department of Public Utility Control
10 Franklin Square
New Britain, CT 06051

Re: Docket No. 07-11-____ Application of CoxCom, Inc. for a Certificate of
Cable Franchise Authority for the Enfield Franchise Area

Dear Ms. Rickard:

Pursuant to Section 13 of Public Act No. 07-253, *An Act Concerning Certified Video Service* ("07-253"), CoxCom, Inc. d/b/a Cox Communications New England ("Cox" or the "Company") hereby applies to the Department of Public Utility Control ("Department") for a certificate of cable franchise authority for the franchise area that currently consists of the franchise territory contained within the geographical boundaries of the towns of East Granby, East Windsor, Enfield, Granby, Hartland, Somers, Stafford, Suffield, Union and Windsor Locks (the "existing franchise area").¹

In support of this application, the Department can rely on the following information, as required by Section 13 of 07-253:

1. Applicant: Cox is currently a community antenna television company providing community antenna television service in the existing franchise area.
2. Competition: The Southern New England Telephone Company d/b/a AT&T Connecticut ("AT&T"), by sworn affidavit of Ramona S. Carlow, President – Connecticut, dated and submitted to the Department on October 1, 2007 ("Carlow Sworn Affidavit"), has

¹ The franchise area does not include that portion of West Hartland that had been transferred pursuant to the Department's Decision in Docket No. 92-04-12. This franchise area has been referred to as "the Enfield franchise area."

Ms. Louise E. Rickard
November 15, 2007
Page 2

disclosed that it has "... several thousand video service customers in portions of the following cities and towns: ... and Windsor Locks."² A copy of the Carlow Sworn Affidavit is submitted herewith as Exhibit No. 1. Windsor Locks is located in the existing franchise area served by Cox since September 1999. Based on the Carlow Sworn Affidavit, it is not disputed that AT&T has been offering video service in Cox's existing franchise area for at least thirty days pursuant to a certificate of video franchise authority.³

3. Supporting Affidavit: In accordance with Section 13(d), Cox submits the completed affidavit of John L. Wolfe, Vice President of Government and Public Affairs of the applicant as Exhibit No. 3. This Exhibit affirms (1) the locations of Cox's principal place of business and the names of the Cox's principal executive officers;⁴ (2) that Cox will file or will timely file with the Federal Communications Commission ("FCC") all forms required in advance of offering video service in the existing franchise area;⁵ (3) that Cox agrees to comply with all applicable federal and state statutes and regulations and with all Department orders applicable to community antenna television companies, except as exempted by Section 14 to 24 inclusive of 07-253. Exhibit No. 3 also includes a description of the existing franchise area and a general description of the technologies being used by Cox.⁶

² Carlow Sworn Affidavit at 2. The Carlow Sworn Affidavit was submitted to the Department in support of AT&T's application for a certificate of video franchise authority.

³ See footnote 2 *supra*. By letter from the Department dated November 1, 2007, referencing Docket No. 07-10-04, the Department acknowledged that AT&T had submitted its application for a certificate of video franchise authority on October 1, 2007 and by virtue of the operation of Section 2(g) of 07-253, AT&T has acquired a certificate of video franchise authority. Significantly, Section 2(g) provides that "[t]he failure of the [D]epartment to notify the applicant [e.g., AT&T] of the completeness or incompleteness of the application ... shall be deemed to constitute issuance of the certificate of video franchise authority." A copy of the DPUC letter is submitted herewith as Exhibit No. 2. Therefore, by operation of the plain language of 07-253, as reiterated by the Department, AT&T's certification was effective on October 15, 2007.

⁴ A listing of Cox's officers is set forth in Exhibit No. 4, submitted herewith.

⁵ It should be noted that Cox has been a duly authorized cable operator, providing cable service over a cable system, serving the existing franchise area since September, 1999.

⁶ See note 5 *supra*.

Ms. Louise E. Rickard
November 15, 2007
Page 3

4. Processing Fee: In accordance with Section 13(c), a check in the amount of \$1,000 is enclosed with this application.

The Department is well aware that Cox has a long history of providing quality cable service consistent with the provisions of the federal Communications Act, as amended; the rules of the FCC applicable to cable operators and cable service; and the statutes and regulations of the State of Connecticut applicable to community antenna television operators. Cox is pleased to continue that track record under a certificate of cable franchise authority as provided for in 07-253.

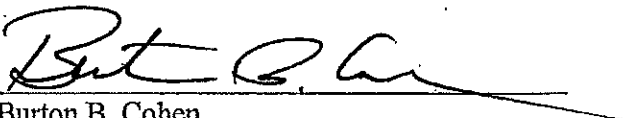
Accordingly, it is respectfully requested that Department issue to Cox a certificate of cable franchise authority pursuant to and in accordance with 07-253, conferring on Cox the right to own, lease, maintain, operate, manage or control a community antenna television system in, under or over any public highway to offer community antenna television service in a the existing franchise area. Also pursuant to Section 1(49) of 07-253, this certificate of cable franchise authority is to be issued in lieu of Cox's current certificate of public convenience and necessity for the existing franchise area and the corresponding Renewed Franchise Agreement effective as of January 1, 2006.

Please direct all communications regarding this application to John L. Wolfe, Vice President of Government and Public Affairs, Cox Communications, 170 Utopia Road, Manchester, CT 06040 and the undersigned.

Thank you for your consideration.

Respectfully submitted,

COXCOM, INC. D/B/A COX
COMMUNICATIONS NEW ENGLAND

By: 
Burton B. Cohen
Its Attorney

Encl.

cc: Advisory Council Chairperson
Office of Consumer Counsel

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

**Resolution Regarding CoxCom, Inc. – Application for a
Certificate of Cable Franchise Authority**

WHEREAS, CoxCom, Inc. has filed an application for a Certificate of Cable Franchise Authority for the Enfield Franchise Area, with the Connecticut Department of Public Utility Control (DPUC); and

WHEREAS, a large number of Enfield residents and businesses receive community antenna service from CoxCom, Inc. and will be subject to potential changes in services should the request be approved by the DPUC; and

WHEREAS, the Town of Enfield and the Enfield Board of Education have significant facilities that receive service from CoxCom, Inc. and will be subject to potential changes in services should the request be approved by the DPUC; and

THEREFORE, BE IT RESOLVED, in accordance with the applicable Connecticut Statutes and Regulations, Town Manager Matthew W. Coppler is authorized to apply to the Department of Public Utility Control for intervenor status during the rate case on behalf of the Town of Enfield.

Date Prepared: November 30, 2007
Prepared by: Town Manager's Office/GMA